

DEPARTMENT OF WATER RESOURCES

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December 31, 2013

DRAFT Language for Submitting Committee Agenda Items

The following would be added to the SWRDS Finance Committee Charter in Section

IV. Membership and Organizational Structure:

D. Meetings

The Committee is expected to meet as frequently as is necessary to carry out its responsibilities, but no less than two times annually, at such times and location determined by the Committee Chair and Vice Chair. After consultation with the other, either the Chair or Vice Chair may call a meeting.

Prior to a meeting, the Chair or Vice Chair shall prepare a written meeting agenda. Either one will have the authority to add items to the agenda.

Proposed discussion items shall be submitted in writing to the Chair or Vice Chair no less than one week prior to the meeting for consideration. The proposal shall follow a standard format that includes the following sections:

1. Description of the issue.
2. Justification demonstrating the issue is consistent with the Committee's intent and purpose cited in the Charter.
3. A minimum of two alternative solutions including consequences for inaction.
4. Author's preferred recommendation.